

POSITION DESCRIPTION

ID NUMBER:

POSITION TITLE: Media and Communications Coordinator - *Health Analyst 1*

Job Description: The Media and Communication Coordinator will manage and coordinate all communication, media and dissemination activities for the Tobacco Control Program

- Develop and work with the media/communications consultants to develop and implement all media activities
- Attend all media conference calls on an ongoing basis and disseminate pertinent information to partners and staff
- Work with the media/communications manager and program staff to coordinate media/communications needs and trainings of partners on an ongoing basis
- Work as a liaison between the program staff and media/communications team to ensure coordination of program activities and media efforts
- Develop and maintain communication channels (such as in person meetings, newsletters, listserv, website, trainings) to disseminate information to and gather information from partners..
- Develop and disseminate the tobacco control bi-monthly newsletter
- Develop and update the TCP website content on a quarterly basis

Minimum qualifications:

Masters Degree in health communication, public health, and/or social marketing. Some experience working in a responsible position in a public or private agency involving health communications..

ADDITIONAL INFORMATION

City: Providence

State: RI

Position: Media and Communications Coordinator

Skills:

- Expertise and some experience develop media campaigns to promote health advocacy issues
- Excellent written and verbal communication skills
- Ability to work independently to manage multiple projects and deadlines.
- Ability to liaison and collaborate with community partners, program staff and stakeholders
- Ability to manage basic fiscal tasks and manage media contracts
- Basic design/desktop publishing skills
- Strong organizational skills
- Experience report writing

Position Type:

Duration: Full time/Long term

Contact: Lorim@adil.com

Hourly Rate: \$25.62 per hour

Hours: 35 hours per week

Location: Rhode Island Department of Health
